

# FEDERAL SUPPLY SCHEDULE PRICE LIST

GENERAL SERVICES ADMINISTRATION	
Federal Supply Service: Authorized Federal Supply Schedule Price List On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order available through GSA Advantage! a menu-driven database system	GSAAdvantage.gov
Schedule for services	Training Aids & Devices Instructor-Led Training Course Development Test Administration
Federal Supply Group	Schedule 874 Refresh 20 (MOBIS)
FSC Class(es)/Product code(s) and/or Service Codes Contract Number	GS-02F-0076U
For more information on ordering from Federal Supply Schedules	Click on the FSS Schedules button at fss.gsa.gov
Contract period	April 10, 2008 through April 9, 2018
Contractor's contact information	All About Training, Inc. 8013 Runnymede Drive, Frederick, MD 21702 Phone: 301-682-9561 Cell: 301-514-3064 Fax: 301-682-3207 E-Mail: <a href="mailto:SBarker@AllAboutTrainingInc.Com">SBarker@AllAboutTrainingInc.Com</a> Contract Administrator: Sandra Barker
Contract administration source for schedule information	<a href="http://www.allabouttraininginc.com">www.allabouttraininginc.com</a>
Contractor	All About Training, Inc 8013 Runnymede Drive Frederick, Maryland 21702
Business Size	Small Business, Women Owned business

CUSTOMER INFORMATION	
1a. Table of Awarded Special Item Numbers (SINs)	SIN 874-4 Course Development; Test Administration Refer to table below.
1b. Identification of the lowest priced model number and the lowest unit price for each special item number awarded under contract	N/A
1c. Description of all corresponding commercial job titles, experience, functional responsibility and education for the types of employees or subcontractors who will perform services	Refer to table, "Labor Hour Category Descriptions," located on page 4
2. Maximum order	\$1,000,000.00
3. Minimum order	\$100.00
4. Geographic coverage (delivery area)	Domestic only
5. Point(s) of production	Same as company address
6. Discount from List Prices or Statement of Net Price	Prices shown in price list are 5% below MKT
7. Quantity Discounts	1% - \$250,000.00
8. Prompt Payment Terms	1% - 15 days
9a. Notification That Government Purchase Cards are Accepted Below the Micro-purchase Threshold	Yes
9b. Notification Whether Government Purchase Cards are not Accepted Above the Micro-purchase threshold	No
10. Foreign Items	N/A
11a. Time of Delivery	Specified in Task Order
11b. Expedited Delivery	Contact Contractor
11c. Overnight and 2-Day Delivery	Contact Contractor
11d. Urgent Requirements	Contact Contractor
12. F.O.B. point(s)	Destination
13a. Ordering Address	All About Training, Inc. 8013 Runnymede Drive Frederick, Maryland 21702
13b. Ordering Procedures (supplies and services, ordering	GSA/FSS schedule homepage

procedures, information on Blanket Purchase Agreements (BPAs), and sample BPA)	(fss.gsa.gov/schedules)
14. Payment Address	All About Training, Inc. 8013 Runnymede Drive Frederick, Maryland 21702
15. Warranty Provision	N/A
16. Export Packing Charges	N/A
17. Terms and Conditions of Government Purchase Card Acceptance (any Thresholds Above the Micro-purchase Level)	Yes
18. Terms and Conditions of Rental, Maintenance, and Repair	N/A
19. Terms and Conditions of Installation	N/A
20. Terms and Conditions of Repair etc.	N/A
20a. Terms and Conditions for any Other Services	N/A
21. List of service and Distribution points	N/A
22. List of Participating Dealers	N/A
23. Preventive Maintenance	N/A
24a. Special Attributes, such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)	N/A
24b. Section 508 compliance information available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found. EIT standards: <a href="http://www.Section508.gov/">www.Section508.gov/</a>	Yes
25. Data Universal Number System (DUNS) Number	152253324
26. Notification regarding registration in System For Award Management (SAM) database.	Registered

SIN	Labor Hour Category	Year 6	Year 7	Year 8	Year 9	Year 10
		4/13-4/14	4/14-4/15	4/15-4/16	4/16-4/17	4/17-4/18
874-4	Program Manager	137.85	141.99	146.25	150.63	155.15
874-4	Instructor	137.85	141.99	146.25	150.63	155.15
874-4	Management Consultant	112.08	115.44	118.91	122.47	126.15
874-4	Evaluation Specialist	100.50	103.52	106.62	109.82	113.11
874-4	Educ. Spec Master	117.10	120.61	124.23	127.96	131.80
874-4	Instructional Technologist	117.10	120.61	124.23	127.96	131.80
874-4	Planner	112.54	115.92	119.39	122.98	126.66
874-4	Facilitator	97.53	100.46	103.47	106.57	109.77
874-4	Technical Writer	90.91	93.64	96.45	99.34	102.32
874-4	Educ. Spec Senior	89.78	92.47	95.25	98.11	101.05
874-4	Accounting Technician	70.67	72.79	74.97	77.22	79.54
874-4	Course Developer	70.67	72.79	74.97	77.22	79.54
874-4	Admin.	33.20	34.20	35.22	36.28	37.37
874-4	Executive Leadership Coach	239.28	246.46	253.85	261.47	269.31
874-4	Leadership Coach	167.50	172.53	177.70	183.03	188.52

#### LABOR HOUR CATEGORY DESCRIPTIONS

<b>Commercial Title: EDUCATION SPECIALIST-MASTER</b>
<p>Duties and Responsibilities: Demonstrates expertise in a variety of the field's concepts, practices and procedures. Relies on extensive management experience and judgment to plan and accomplish goals. Demonstrates ability to write engaging course content for a diverse audience. Requires strong analytical and research skills.</p> <p>Work Experience: 20 years + in the field of Adult Education developing, training, and education programs. Extensive experience in instructional systems design, methodology and adult learning theory and application.</p> <p>Education: MA Adult Education and Training</p>
<b>Commercial Title: EDUCATION SPECIALIST-SENIOR</b>
<p>Duties and Responsibilities: Ability to take information from multiple sources and create on-going performance based training solutions. Gathers and prioritizes customer requirements and works closely with other course developers, writers, editors, and technical experts.</p> <p>Work Experience: 10 years experience in curriculum development and instructional design. Proficient in Microsoft Windows, Power Point, Word and Outlook.</p> <p>Education: Bachelor's Degree in related field</p>

<b>Commercial Title: WRITER/EDITOR</b>
<p><b>Duties &amp; Responsibilities:</b> Responsible for reviewing course materials for content, format and grammar. Materials must meet the requirement set forth by the client or governing agency. Syntax and expression must be consistent and organization is logical and conveys desired emphasis. Deficient products must be reorganized and revised to meet deadlines.</p> <p><b>Work Experience:</b> 5 years specialized experience editing and writing technical manuals.</p> <p><b>Education:</b> Bachelor's Degree in related field.</p>
<b>Commercial Title: PLANNER</b>
<p><b>Duties and Responsibilities:</b> Analyze and plan for potential risks; respond to disasters and assist management in developing priorities; communicate with emergency officials and train on-site workers in procedures to manage disaster response; assist in developing new policies, procedures and training for response to disasters.</p> <p><b>Work Experience:</b> 15 years experience analyzing and implementing emergency plans, redirecting future planning efforts, and training on-site workers in catastrophic disasters.</p> <p><b>Education:</b> BA Planning or related field</p>
<b>Commercial Title: FACILITATOR</b>
<p><b>Duties and Responsibilities:</b> Lead groups in a training environment in long term change efforts. Conducts needs analysis, research design training strategies and materials assessment, learning outcomes and evaluate the effectiveness of the training program. Proficient in cross cultural communications, instructional strategies for adult learners and document design.</p> <p><b>Work Experience:</b> 10 years specialized experience working with and leading groups of professionals in problem solving and goal setting.</p> <p><b>Education:</b> Bachelor's Degree in communications or related field</p>
<b>Commercial Title: ADMINISTRATIVE ASSISTANT</b>
<p><b>Duties and Responsibilities:</b> Relieve management of administrative detail on all projects. Delegated tasks and perform data entry and priority expenses. Complete information analysis for procedures and reports. Must be proficient in Microsoft Office and QuickBooks Professional Accounting Software. Extensive software skills are required as well as internet research capabilities.</p> <p><b>Work Experience:</b> 20 years in bookkeeping and accounting for small businesses.</p> <p><b>Education:</b> AA in Accounting or related field.</p>
<b>Commercial Title: PROGRAM MANAGER</b>
<p><b>Duties and Responsibilities:</b> Provides oversight and senior-level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. The Program Manager maintains and manages internal and external relationships and is responsible for corporate management briefings regarding overall program status, including all projects under their purview. In most cases the PM is expected to provide subject matter or unique technical expertise. The Program Manager shall have demonstrated experience managing a workforce, including the administrative and budgetary aspects of program management. The Program Manager assigns resources and personnel to projects and is ultimately responsible for quality control and overall contract performance.</p> <p><b>Work Experience:</b> 15 Years overall experience or 10 years with an advanced degree. Advanced degree strongly preferred.</p> <p><b>Education:</b> Bachelor's Degree</p>

<b>Commercial Title: MANAGEMENT CONSULTANT</b>
<p>Duties and Responsibilities: Serves as a contributing member of project teams, responsible for providing advice in a specific technical area or field of expertise. Management Consultants may serve as Project Managers, or may be required to perform some of the duties of a Project Manager.</p> <p>Work Experience: 10 Years overall experience or 5 years with an advanced degree</p> <p>Education: Bachelor's Degree</p>
<b>Commercial Title: EVALUATION SPECIALIST</b>
<p>Duties and Responsibilities: Responsible for the design and implementation of evaluation and survey systems to measure project and project performance and impact. Manages content analysis processes and designs assessment and tracking programs.</p> <p>Oversees all evaluation and monitoring programs. Responsible for development of evaluation questions and selection of appropriate methods for answering them; selection, orientation, and supervision of field assistants; implementation of questionnaires and other evaluation instruments, conduct of interviews and focus groups; analysis of information and reporting. Develops strategies and responsible for establishing evaluation priorities in coordination with government program or project managers.</p> <p>Work Experience: 10 Years overall experience or 5 years with advanced degree</p> <p>Education: Bachelors</p>
<b>Commercial Title: INSTRUCTOR</b>
<p>Duties and Responsibilities: Provides subject matter expertise support to all types of training development projects, including content review and feedback to development staff. Responsible for instructional component of training programs and delivering course material. May provide management or supervision of other team members if necessary to meet project requirements.</p> <p>Work Experience: 10 Years overall experience or 5 years with an advanced degree</p> <p>Education: Bachelors</p>
<b>Commercial Title: INSTRUCTIONAL TECHNOLOGIST</b>
<p>Duties and Responsibilities: Skilled in the effective use of computers into current and future training development processes. Must have experience in course development, and presentations in formats of live education, video, multimedia, and computer-based training (CBT) using authoring systems.</p> <p>Work Experience: 10 years experience in instructional technology</p> <p>Education: MS in Curriculum and Instruction and BS in Computer Science.</p>
<b>Commercial Title: EXECUTIVE COACH</b>
<p>Duties and Responsibilities: Certified Professional Coach (ICF ACC and IPEC CPC), with Expertise in Leadership Effectiveness and Performance Coaching, Expert-level Developmental Feedback and Assessment Interpretation Skills; Extensive Training and Certification in Multiple Personality, Thinking Styles and Leadership Assessments (See preferred assessments below), Experience Managing Federal Programs and Serving in Executive Leadership Roles.</p> <p>Experience: Minimum 15 years experience.</p> <p>Education and Certification: MBA and at least 8 of the following: OPM Leadership 360, RBL Leadership Code 360, Leadership Profile 360, Bar-On EQi, Myers-Briggs Type Indicator (MBTI), Step I and 2, Mentor® Leadership Battery, Herrmann Brain Dominance Instrument® (HBDI), Fundamental Interpersonal Relations Orientation-Behavior (FIRO-B), Energy Leadership Index TM (ELI), DISC (Dominance, Influence, Steadiness, Conscientiousness), Conflict Strategies Inventory, Clifton Strengths Finder.</p>

**Commercial Title: LEADERSHIP COACH**

**Duties and Responsibilities:** Certified Leadership Coach and Performance Consultant with extensive experience designing, developing and delivering leadership programs, individual assessments and performance, with training in psychological assessment, personality and development theory impacting leader effectiveness.

**Experience:** Minimum 10 years experience

**Education & Certifications:** MBA and at least four of the following licensed or practitioner certifications: ICF, IPEC. OPM Leadership 360, RBL Leadership Code 360, Leadership Profile 360, Bar-On EQi, Myers-Briggs Type Indicator (MBTI), Step I and 2, Mentor® Leadership Battery, Herrmann Brain Dominance Instrument® (HBDI), Fundamental Interpersonal Relations Orientation-Behavior (FIRO-B), Energy Leadership Index TM (ELI), DISC (Dominance, Influence, Steadiness, Conscientiousness), Conflict Strategies Inventory, Clifton Strengths Finder.